

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services Agency Probation Department	(2) MEETING DATE 12/17/2013	(3) CONTACT/PHONE Janette Pell, General Services Agency Director (805) 781-5200 James Salio, Chief Probation Officer (805) 781-5500	
(4) SUBJECT Request to approve a five-year lease agreement with Louise T. Hughan for office space located at 145 Prado Road in San Luis Obispo for the Probation Department. District 3.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and instruct the Chairperson to sign the five-year lease agreement for office space at 145 Prado Road in San Luis Obispo for the Probation Department.			
(6) FUNDING SOURCE(S) Juvenile Justice Crime Prevention Act (JJCPA) and General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$37,338	(8) ANNUAL FINANCIAL IMPACT \$74,676	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) District 3 -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Janette Pell, General Services Agency Director
James Salio, Chief Probation Officer

DATE: 12/17/2013

SUBJECT: Request to approve a five-year lease agreement with Louise T. Hugan for office space located at 145 Prado Road in San Luis Obispo for the Probation Department. District 3.

RECOMMENDATION

It is recommended that the Board approve and instruct the Chairperson to sign the five-year lease agreement for office space at 145 Prado Road in San Luis Obispo for the Probation Department.

DISCUSSION

The Probation Department is currently leasing two facilities in San Luis Obispo totaling approximately 3,835 square feet. On December 1, 2011, the Probation Department took possession of approximately 2,400 square feet of office space located at 3534 Empleo Street, Suite A in San Luis Obispo. On January 1, 2012 Probation leased an additional 1,435 square feet of office space located at 2925 McMillan Avenue, Suite 124 in San Luis Obispo to accommodate additional staffing in response to AB109. The total monthly rent for both facilities combined is \$3,404, however both leases are scheduled for increases in rent beginning December 1, 2013 and January 1, 2014, respectively.

The Probation Department's Casa Loma office (at the top of Bishop Street in San Luis Obispo) is a 1930s era building whose existing office square footage has been unable to house all Probation employees assigned to the Adult and Administrative Divisions since 2007. As a result, the Probation Department moved four (4) employees to the Superior Court Building in FY 2006-2007 to meet office space needs. The implementation of AB 109 Public Safety Realignment in October 2011 required Probation to enter into the lease at the McMillan Building to accommodate an additional six (6) staff hired in FY 2011-2012. Additionally, the Empleo Building site was secured for a proposed day reporting center as part of the San Luis Obispo County's AB 109 Implementation Plan. In FY 2012-2013, the Day Reporting Center program was discontinued and funding resources were re-allocated to support other AB 109 services. The Empleo Building was then used to house Juvenile Probation staff from the Department of Social Services Building in 2012, after Social Services advised the Probation Department they needed the office space with the Social Services Building for their staff.

Casa Loma office space footage has been insufficient since 2007, resulting in the placement of a modular building in the back parking lot area to house Collections staff, and the securing of Courthouse office space. There exists no means to expand the capacity at Casa Loma. The Empleo Building has non-usable square footage not appropriate for staff work areas. The proposed lease at 145 Prado Road is for approximately 5,556 square feet which is an increase in square footage of 1,721 square feet, compared to the combined square footage of the leased sites on Empleo and McMillan.

Consolidation into the larger office building on Prado will allow Probation to meet current and future office space capacity needs and use current resources more efficiently. Juvenile Probation employees housed at the Empleo Building provide diversion and placement services that require them to communicate and work closely with the Department of Social Services, which is adjacent to the Prado site. Adult Probation employees moving from McMillan to Prado include Drug Court, Behavioral Health Court, Veterans Treatment Court, and the Substance Abuse Treatment Program (Prop. 36). Many probationers in these adult programs utilize public transportation and various social services to meet their daily

needs. Prado is an ideal site due to the bus pick-up/drop-off on Higuera Street and is adjacent to the Social Services Building.

Additionally, the Prado office site will accommodate a permanent training area to meet State and departmental training mandates for peace officer employees. Currently, the Probation Department is dependent on training space availability from other County agencies which makes it difficult to secure training sites and coordinate long range scheduling important to ensure that sufficient training opportunities are available to complete mandated training requirements.

The new site offers the opportunity to combine two leased facilities into one location and allow for expansion. There are 22 on-site parking spaces which is adequate for the size of the facility. The proposed location has easy access to public transportation and is adjacent to the Social Services building on South Higuera Street which serves many of the same clients.

OTHER AGENCY INVOLVEMENT/IMPACT

The lease was negotiated and written by General Services Real Property Services Division and reviewed and approved by the Probation Department. The Lease has been reviewed by County Counsel as to form and legal effect.

FINANCIAL CONSIDERATIONS

The current rents for the Empleo and McMillan office spaces are scheduled for increases beginning December 1, 2013 and January 1, 2014, respectively. A comparison of current monthly rents, the associated square foot area by site, and the cost per square foot is shown in the table below. If approved by the Board, the Probation Department will vacate these two leased facilities and commence occupancy at the new location January 1, 2014. The funding for this lease has been included in the FY 2013-14 Probation Department budget.

The initial term of the lease is five years with the opportunity to extend the lease on the same terms and conditions for an additional three one-year extensions. The cost to move in to this space will be minimal as no tenant improvements are needed.

The cost of the lease will be covered by a combination of Juvenile Justice Crime Prevention Act (JJCPA) revenue and General Fund revenue. AB 109 funding will not be used as the Prado office will not support any current AB109 staff or services. Both the revenues and expense are in the Probation Department's FY 2013-14 Board approved budget. The additional cost resulting from the higher cost per square foot will be covered utilizing existing savings within the budget. There will be no impact to net county cost, and there will be no additional General Fund requested as a result of this lease.

Current:	Monthly Rent Amount	Square Footage	Cost per Square Foot
2925 McMillan Avenue, Suite 124, San Luis Obispo	\$1,550.15	1,435	\$1.08
3534 Empleo Street, Suite A, San Luis Obispo	\$1,854.00	2,400	\$0.77
Total	\$3,404.15	3,835	\$0.89
Proposed:	Monthly Rent Amount	Square Footage	Cost per Square Foot
145 Prado Road, San Luis Obispo	\$6,223.00	5,556	\$1.12

RESULTS

Approval of the proposed lease will allow the Probation Department to combine two locations into one for enhanced service delivery and long term planning. The public and staff will benefit from a more accessible location. This action supports the County's desired community-wide results of a well-governed and healthy community.

ATTACHMENTS

1. 145 Prado Road Lease
2. Vicinity Map